

FAAH LABS -- FALL 2011

Returning folks – sections with asterisks have new info / newly relevant info....

Basic Computer Setup

All the labs are networked to the same server. The server name remains,

- artlab2 – accessed in the Finder sidebar
- afp://artlab2.art.gwu.edu – when accessed via Finder menu Go -> Connect to server
- *You can access the server via afp from off campus if you first log in to the VPN. For this to work you must download the CISCO VPN client from the helpdesk website. The browser-based VPN will not support the connection.
<http://helpdesk.gwu.edu/software/vpn/tou.html>

The local machines are partitioned as before:

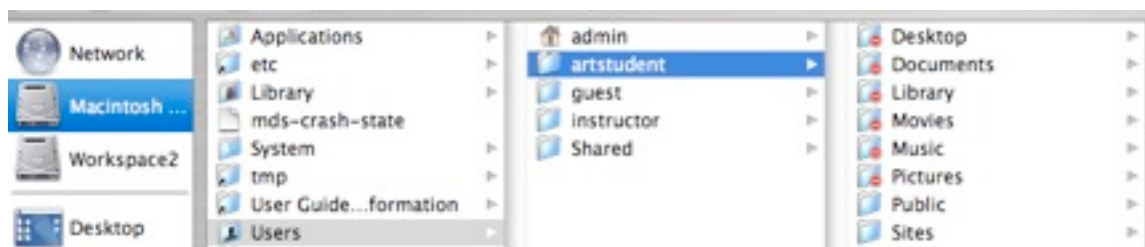
- Macintosh HD – Applications and local account home folders
- Workspace – Scratch space which students may use to work on files locally

All regular users will be provided with a networked user account. There is a local account that students can use before they have their own login, in the event of a network outage, or if they are a guest. The local artstudent account is present on each computer, and is housed locally on each Macintosh HD partition.

Password in all labs:

Art Student
Short name: artstudent
PW: makethings

What's a home directory?



Once things are set up after the first week of the semester, students will login using a personal, networked user account. The home directory is the place an individual user has read/write access to. It includes the Desktop, Documents, Library, etc. It may be confusing to students at first that the desktop interface in front of them is not actually located on the computer they are sitting in front of. Each student's home folder is located on a server in Rome Hall.

Network home directories have many positive aspects:

- Users keep their software preferences across work sessions.
- Important files can be stored where no one else can access them and are available from any machine.
- Settings will be the same no matter which computer the user logs into.

There are also some drawbacks:

- We do not have infinite server space, so storage in the home directory is limited.
- For very large files and graphics intensive applications, working from the server will drastically slow work time and should be discouraged. **Students editing video should not do so from the server.**
- Network speed is dependent on usage – if everyone in the class uploads files simultaneously, things will be slow. Our connection speeds are limited by the classroom connection at this point (405 is the fastest of the labs, then 203, followed by 208).

Disk Partitions on the Local Machine

Each individual workstation's hard drive is partitioned into Macintosh HD (the locked partition) and Workspace. The Workspace area is large and it's a good idea to copy large files down to work locally during class or work time. The Workspaces are not secured or backed up, but students may leave files there. The Workspaces will be cleared periodically as needed – I will post a schedule in each lab. Workspaces are local to each computer.

*Student accounts and passwords

After the first class, please send me an electronic copy (text not screenshot please) of your class list, including students' first and last names, email address, and GWID.

Each student will have an account made for them. (Returning grad students and faculty keep their same accounts)

Each account will be set to a blank initial password. On first log in, leave the password field blank and hit return. Users will then be prompted to enter a password. At that point, it is their responsibility to remember what they changed it to. If they do forget, it can be reset by an administrator (that's me or the TA, Pamela Fernandez) so please tell them to write it down in a safe place since there will not be someone available to reset it 24-7. As a backup, they can always use the artstudent local account.

Storage

In addition to the space in their home directories, students have access to a group folder for the class. Only members of the class, you, and the administrator have access to it. It can be used to turn in assignments, disperse materials etc. They will mount automatically to your desktop.

Quotas – Intro students receive a quota of 5 GB. Advance students receive 10 GB. Grads and video students receive 20 GB. Faculty are unlimited. If at any point you or a student runs into quota problems, please let me know. They can be increased if needed.

NB – Storage quotas count all of the student's files on the server – those in their home folder and in the class folders.

Software that caches to an automatic location

Bridge and several other programs installed in the labs automatically set to cache to either the user's account or to the same folder in which the media are stored. If students see blanks where pictures should appear when previewing images in Bridge, it is because their cache is set to the server (either the class folder or to their own account) and the cache is exceeding their allotted quota of storage space. This is uncommon for intro students, not uncommon

Drop Box

Please let me know if you require a dropbox in your class folder. (A folder where you have read/write permissions and students only can copy a file in)

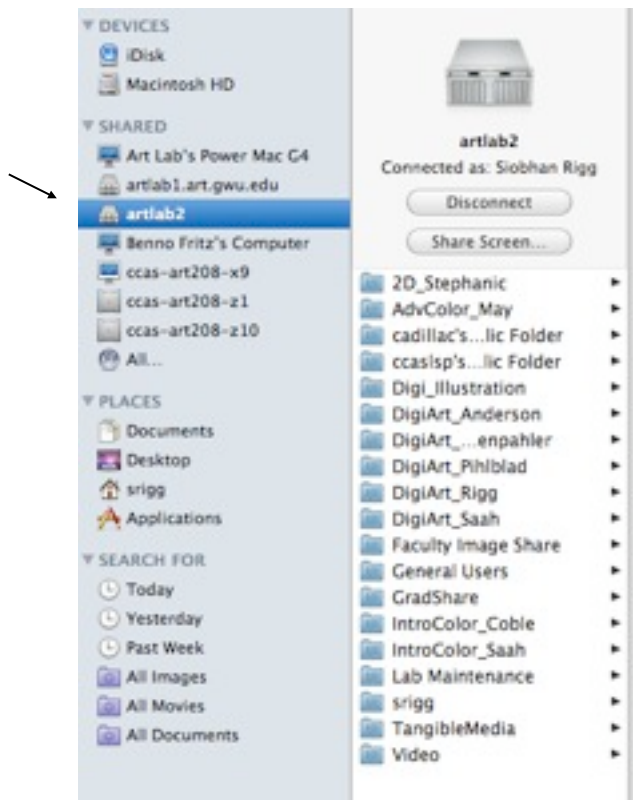
To establish (or reestablish) a connection with the server:

Our server is named:
artlab2.art.gwu.edu

If a user is logged in under their own name, a shared disk for their course will appear on the desktop. This folder is on the server:



When you are logged in to the server, the Finder window will show the active connection under the Shared header:



If the connection with the server is not active, select “Connect As” and use your user name and password to connect. Only individual logins will work for this (artstudent is not a valid user on the server)



Network Outage –

If there is a network outage, you will still be able to work locally with the artstudent local computer logins. However, students will not have access to their home directories. If an individual machine is out, check that the internet connection under the desk does not need to be restarted (in 203) or contact me (if 405). If the entire room is out, please tell the main office so the problem can be corrected quickly.

Backing up and small USB drives

Please do all in your power to impress upon students that they are responsible for backing up their work. Our server has a raid array, so it is very stable, but not completely backed up. The local machines are not backed up.

Please put these messages on heavy rotation (culled from repeat unhappy events during open lab):

- Eject external drives before pulling the cable or risk corrupting the data over time.
- Don't keep your only copies of projects and papers on flash drives that are easily lost.
- Put a name on your external drive/ flash drive / external media of all kinds. Or an easily findable README file with ownership information. Every semester brings more digital devices we can't find the rightful owner of. If we can find a name, we will email the student. After a semester, if we can't find the owner, it gets given away to the person with the saddest story of external media loss and imminent need.
- When things get lost/ left in USB ports, check the lost and found by asking me or the lab monitor on duty.

***Software and OS –**

- CS 5.5 is installed on all machines in the labs.
- We have elected not to upgrade to Lion at this time.
- MS Office and Acrobat 9 are now installed on machines. NeoOffice is also installed on all the machines. The full ILife, Inkspace, Sketchup, Handbrake are installed. Gimp for Mac OS is not currently being updated, so we have not installed it.
- Final Cut Studio and After Effects (CS5) are present now in all labs. We will not be updating Final Cut at this time.
- Adobe and OS updates will be performed during the semester.
- If there is open source software you would like to use in your course, that is not built into the disk image, please give me a two weeks notice and it can likely be accommodated.

Ink and Paper

Student lab fees cover the cost of printer inks (and the printers themselves). Students must provide their own paper or purchase it by the sheet during open lab hours. We sell the paper at cost. Generally, we stock Epson luster 11.7 x 16.5. If you have a request for a specific size/type paper you would like your students to be able to purchase by the sheet, please let

me know at least 2 weeks before the time you expect it to be needed. Prices are posted on the 203 door.

Card Readers

There are card readers available for each lab. In 405, please make sure they are returned to the instructor station at the end of class. In 208, please return them to the photo cage at the end of class. Card readers are available for use in 203 during open lab hours in exchange for a student ID. They are many-in-one readers that can handle the following formats:

CompactFlash Type I
CompactFlash Type II
MicroDrive
MagicStor
SmartMedia
Memory Stick
Memory Stick Pro
Memory Stick Duo
Memory Stick Select
Memory Stick Pro Duo

Secure Digital (SD & SDHC)
Mini Secure Digital
TransFlash (micro SD)
Multimedia Card 4.0 (MMC Plus)
Multimedia Card
Reduced Size MMC 4.0 (MMC Mobile)
Reduced Size MMC
xD-Picture

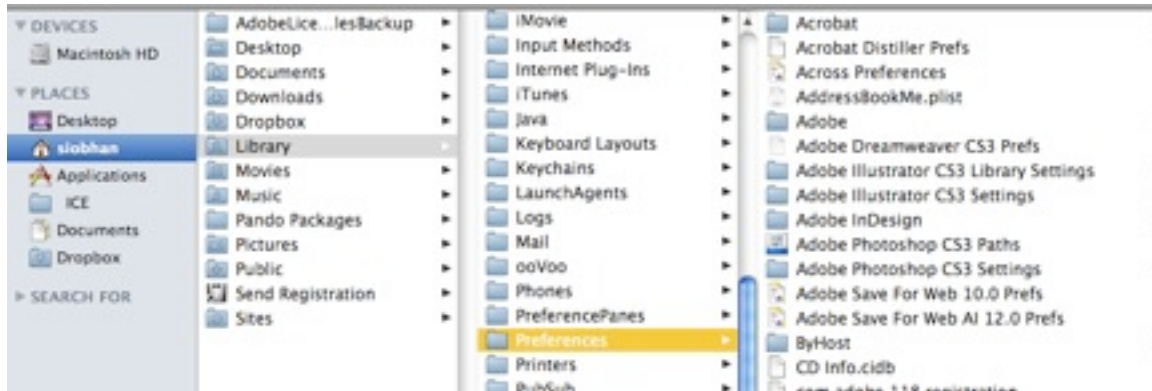
Color Profiles and Color Management

The computers are color calibrated roughly once a month. The most recent calibration will be listed by date. (Accessed through System Preferences -> Displays -> Color)



For Photoshop and Illustrator color management, students must set their own color profile choices in each software package. Please guide your students through the steps. Once they have done so, their choices will follow them across computers, saved

in their Preferences Library found in their home folder. We recommend using the Adobe RGB 1998 color profile for printing. See the CS5 printing instructions for more information.

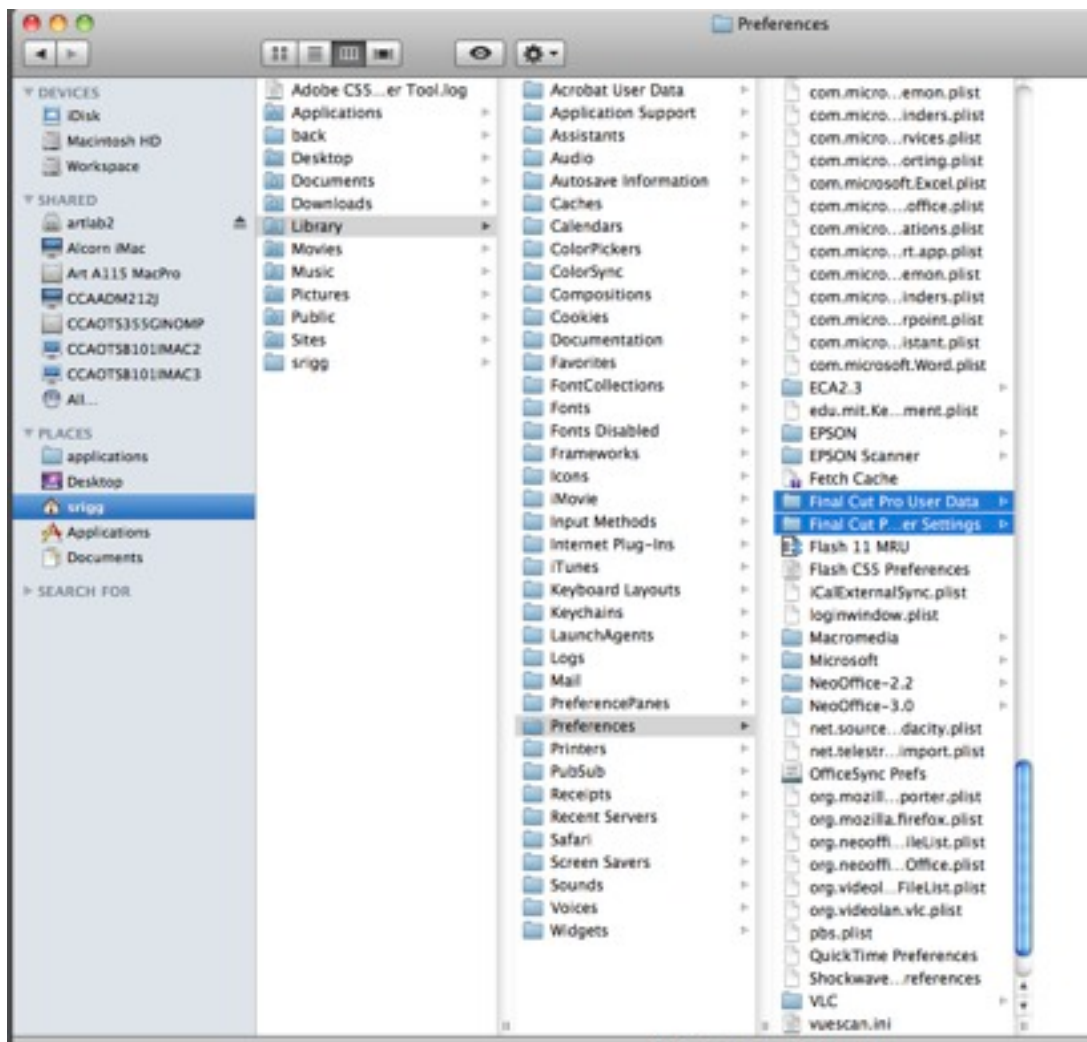


Video

If you use Final Cut Pro or After Effects, you must not actively work from the server. All your files should be stored locally on the Workspace. Our network connection is too slow to support multiple people editing such large files simultaneously.

Final Cut Settings

Final Cut is still plagued with a preferences problem when logged on through a networked account. If the software crashes immediately after launch or cannot complete the changing of scratch disk procedure that will open automatically on launch when the scratch disk has changed, you will need to discard your preferences. Go to Your Home Directory -> Library -> Preferences -> Discard Final Cut Pro User Data and Final Cut Pro User Settings. (NB - Please don't attempt throw away preferences from the System Library - discard only those in your home directory)



Intensive After Effects Renders:

The four towers (two in 203 and two are 208) are set up for intensive After Effects renders. The program prefers to have its renders saved to a different hard disk than the application and the project files. Therefore, these four machines are partitioned into three hard drives – Macintosh HD, Workspace 1 and Workspace 2. This generally

isn't needed with basic rendering, but is very helpful if students are doing processing-intensive work.

RAIN & POWER

1. Lab 203 has a history of leaks. If the window next to the first row of computers begins to leak, contact the art office immediately. If the ceiling begins to leak, unplug the machines immediately and apply plastic (stored in the closet next to the fridge). Lab 405 has a history of minor leaks in the corner by the scanners. Please slide the machines out of the way.
2. If there is a total or partial power outage, contact the art office.
3. If there is a facilities emergency after hours, call the emergency fixit line – 994-6706.
4. If it's leaking in the room and there's no response at the fixit line, call UPD – 994-6111